

# How to register for training in TIPS: For new users

Step 1: Access the TIPS website via

<https://tndhs.cnpus.com/prod/Splash.aspx#sthas h.aLgTHlil.dpuf>

From the main Log On page, click on the Training Management Link

**TN** Department of Human Services **Child Nutrition Program**

**Login Error**

**Returning Users: Log On**

User ID:

Password:

[Forgot Your Password?](#)

**Log On**

**Welcome to TIPS**  
Tennessee Information Payment System

**DHS Food Program 615-313-4749**

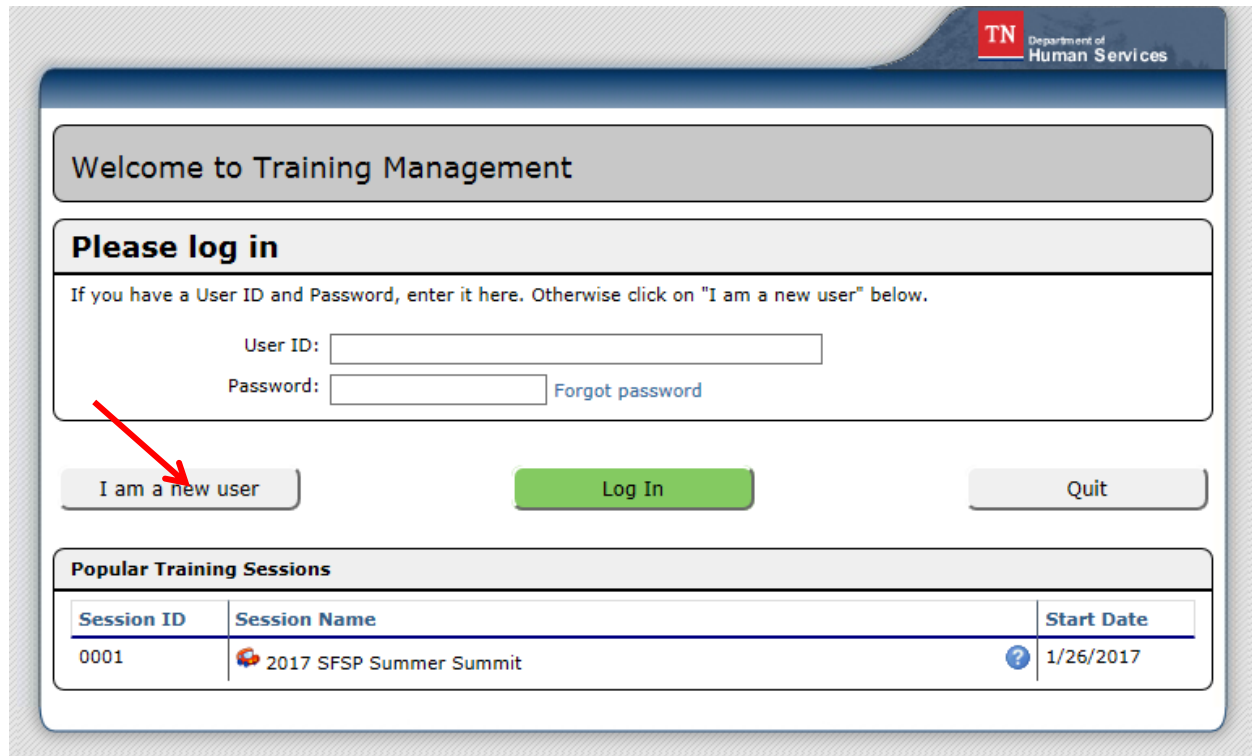
**Password Policy**

- Security policy requires that a password:
  - is case sensitive
  - be nine (9) to twelve (12) characters in length
  - must contain at least one (1) numeric character
  - must contain at least one (1) special character
- The first time you log into the system, please use the username and password that was provided to you. Upon a successful login, you will be required to change your password. Passwords must adhere to the policy outlined above.
- If you have forgotten/lost your user ID or password, please contact us at 615-313-4749.



**Links**

- [CACFP Program Resources](#)
- [SFSP Program Resources](#)
- [Training Management](#)
- QUESTIONS?**  
chat with us live!

Step 2: Once in the Training Management Screen, Click on the **I am a new user** button.



The screenshot shows the 'Training Management' interface for the 'TN Department of Human Services'. It includes a 'Welcome to Training Management' header, a 'Please log in' section with input fields for 'User ID' and 'Password', and a 'Forgot password' link. Below the login fields are three buttons: 'I am a new user' (highlighted with a red arrow), 'Log In', and 'Quit'. At the bottom, there is a 'Popular Training Sessions' table.

Session ID	Session Name	Start Date
0001	 2017 SFSP Summer Summit	 1/26/2017

Step 3: From the Training Contact Information Screen you will be asked to enter your contact information and create a password. Click the green Save button to continue

Training Contact Information

NOTE: The email address you enter below will be your login.

\* Required

Select a sponsor: \*

New Sponsor

New sponsor name:

Name:

Salutation

First Name \*

MI

Last Name \*

Title:

Job Category:

Email Address: \*

Confirm Email: \*

Phone: \*

Ext:

Fax:

Alternate Phone:

Ext:

Address 1: \*

Address 2:

City: \*

State: \*

TN

Zip: \*

County:

Enter Password: \*

Confirm Password: \*

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Save

Step 4: Once in the My Training section, Click on the green **Register For Training** button.

**My Training**  
Total Credits Earned: 0

☒ Food Sponsor [Edit](#)

**Training Sessions**

Course	Start Date	Status	Credits	PS?
No data to display.				

[Register For Training](#) [Add "Other" Training](#)

Step 5: From the Course List menu click on the training session you want to attend.

**TN** Department of Human Services  
My Training | Back to CNP

### Course List

**Program:**  **Course ID:**

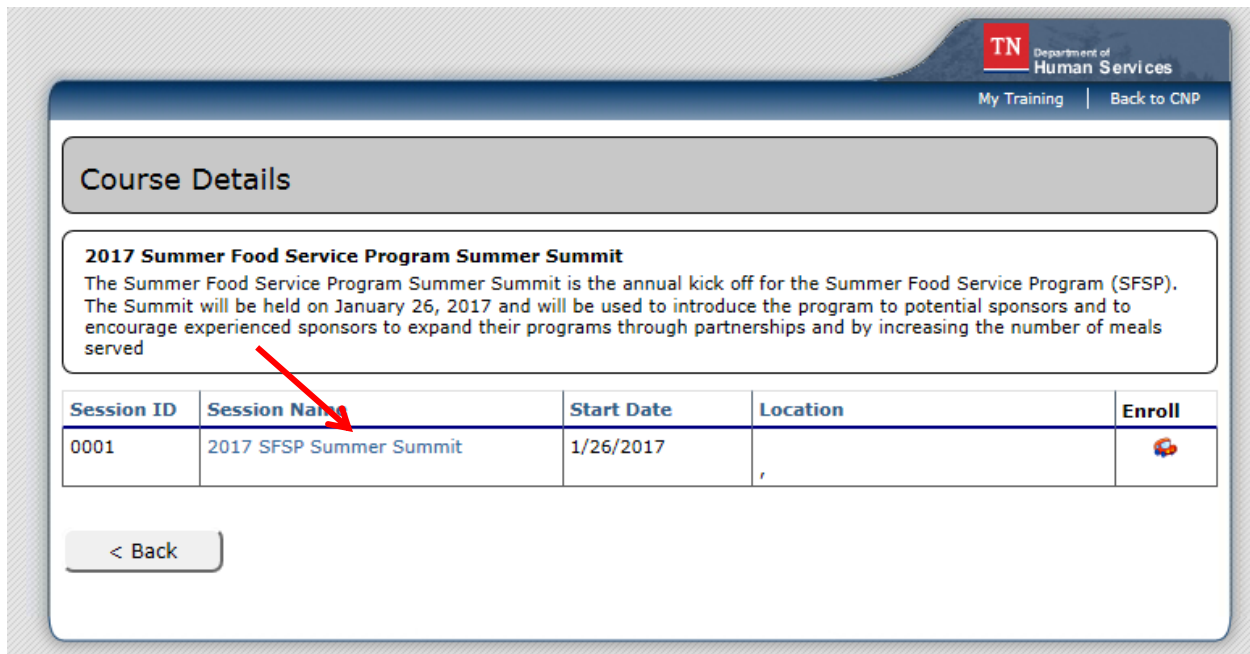
**Area:**  **Course Name:**

**Training Method:** ☒ Online ☒ Classroom ☒ Other

[Clear Search Criteria](#)

Program	Area	Course	Frequency	Methods
		0001 2017 Summer Food Service Program Summer Summit	One-Time	


Step 6: Once you click on the course you want to attend, you will be taken to the Course Detail screen. Click on the Session Name of the course



The screenshot shows a web interface for the Tennessee Department of Human Services. At the top right, there is a logo with 'TN' and the text 'Department of Human Services'. Below the logo are links for 'My Training' and 'Back to CNP'. The main heading is 'Course Details'. Below this, there is a section titled '2017 Summer Food Service Program Summer Summit' with a descriptive paragraph. A red arrow points from the text 'encourage experienced sponsors' in the paragraph to the 'Session Name' column header in the table below. The table has five columns: 'Session ID', 'Session Name', 'Start Date', 'Location', and 'Enroll'. There is one row with the following data: '0001', '2017 SFSP Summer Summit', '1/26/2017', an empty cell, and an 'Enroll' button. At the bottom left, there is a '< Back' button.

**Course Details**

**2017 Summer Food Service Program Summer Summit**  
The Summer Food Service Program Summer Summit is the annual kick off for the Summer Food Service Program (SFSP). The Summit will be held on January 26, 2017 and will be used to introduce the program to potential sponsors and to encourage experienced sponsors to expand their programs through partnerships and by increasing the number of meals served

Session ID	Session Name	Start Date	Location	Enroll
0001	2017 SFSP Summer Summit	1/26/2017		

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## Step 7: Click on the green **Enroll** button

TN  
Department of  
Human Services

My Training | Back to CNP

Session Details

**Target Audience:**  
**Course: 0001 - 2017 Summer Food Service Program Summer Summit**  
The Summer Food Service Program Summer Summit is the annual kick off for the Summer Food Service Program (SFSP). The Summit will be held on January 26, 2017 and will be used to introduce the program to potential sponsors and to encourage experienced sponsors to expand their programs through partnerships and by increasing the number of meals served

**Number of Credits:** 0  
**Course meets USDA Professional Standards Requirements?** not specified

**Session:** 0001 - 2017 SFSP Summer Summit  
**Method:** Workshop/Seminar  
**Fee:** \$0.00  
**Registration closes:** 1/25/2017  
**Session Credits:** 0.00

**Location:**  
**Room:** Second Harvest Food Bank: 331 Great Circle RD, Nashville, TN 37228  
**Dates:** 1/26/2017-1/26/2017  
**Time:** 9:00-15:00

< Back

Enroll

You will receive a confirmation page that looks like the one displayed below. You will also receive an email confirmation from Tennessee DHS Production Help Desk.

**Target Audience:**


**Course: 0001 - 2017 Summer Food Service Program Summer Summit**

The Summer Food Service Program Summer Summit is the annual kick off for the Summer Food Service Program (SFSP). The Summit will be held on January 26, 2017 and will be used to introduce the program to potential sponsors and to encourage experienced sponsors to expand their programs through partnerships and by increasing the number of meals served

**Number of Credits: 0**

**Course meets USDA Professional Standards Requirements?** not specified

**Session:** 0001 - 2017 SFSP Summer Summit

**Method:**  Workshop/Seminar

**Fee:** \$0.00

**Registration closes:** 1/25/2017

**Session Credits:** 0.00

**Location:**

**Room:** Second Harvest Food Bank: 331 Great Circle RD, Nashville, TN 37228

**Dates:** 1/26/2017-1/26/2017

**Time:** 9:00-15:00

**General Information**

The 2017 Summer Food Service Program Summer Summit will be held at Second Harvest Food Bank located at 331 Great Circle Rd Nashville TN 37228 on January 26, 2017 from 9:00 am -3:00 pm

Parking at this location is free of charge

Each sponsor is permitted up to two attendees

You are now registered for the 2017 Summer Food Service Program Summer Summit